

Administration

Employee
ResponsibilitiesWriting for Outside
Publication**POLICY:**

- .01 To further the goals of the Laboratory and the national interest, the Laboratory's scientific, engineering, and professional personnel are accorded the equivalent rights and obligations of University faculty with respect to publication and other dissemination of research.
- .02 The Laboratory and the Department of Energy (DOE) encourage employees to prepare and publish professional and technical papers, articles, books, and other written material related to the work of the Laboratory. Laboratory support of writing projects may include completion of projects wholly or partially during paid work time, typing and clerical support, and assignment of copyright to the employee.

**ORGANIZATIONAL
REQUIREMENTS:****Group Level Review**

- .03 The author must submit the document he or she has prepared for publication for review by his or her manager or that manager's designee. The purpose of this review is only to assure that line management is aware of the document's content. The manager should normally accomplish the review within 2 weeks.

Extension

- .04 If the manager has serious concerns about the content of the document, he or she can extend the review period to a maximum of 30 days. The manager informs the author of the delay in writing and delineates the nature of his or her concerns. The extension allows time to resolve the issues causing the concerns or to develop a Laboratory position if necessary.
- .05 At the end of the 30 days, the paper is released to the author who may then submit it for publication,

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whether the issues have been satisfactorily resolved or not.

- .06 Authors with concerns about the review or the extension can appeal to the next higher level of management.

POLITICAL VIEWS:

- .07 *For guidance on expressing political opinions, see [AM 709](#), Political Activities..*

DISCLAIMER:

- .08 Documents intended for public dissemination will bear the following disclaimer:

The Los Alamos National Laboratory strongly supports academic freedom and a researcher's right to publish; therefore, the Laboratory as an institution does not endorse the viewpoint of a publication or guarantee its technical correctness.

COPYRIGHT:

- .09 Laboratory employees are ordinarily permitted to retain the copyright in books, professional papers, and other scholarly written works that they produce in the course of their employment. Accordingly, employees may enter into contracts with commercial publishers for the publication of such works, subject to the requirements outlined in .10-.12.

CONTRACT:

- .10 Publishers will ordinarily request that the author sign a contract that includes a provision for transfer of copyright to the publisher and, possibly, provisions for royalty payments and other matters. The author should forward a copy of each contract to the Business and Patent Law section of Laboratory Counsel (BPL/LC) for review before signing and returning it to the publisher.

Rights of U.S Government

- .11 Each publication contract must include a clause that adequately acknowledges the rights of the U.S. Government in the work. An example of such a clause is as follows:

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The submitted manuscript has been authored by an employee or employees of the University of California, operator of the Los Alamos National Laboratory under Contract No. W-7405-ENG-36 with the U.S. Department of Energy.

Accordingly, the U.S. Government retains an irrevocable, nonexclusive, royalty-free license to publish, translate, reproduce, use, or dispose of the published form of the work and to authorize others to do the same for U.S. Government purposes.

- .12 If a clause substantially equivalent to the above clause has not been included by the publisher, the author(s) should add the above clause to the contract and should initial and date the addition. This clause is required by the prime contract between DOE and the University and by DOE Order 1340.1.

REIMBURSEMENT OFFERS:

- .13 Honoraria, royalties, or other annual reimbursements offered to a Laboratory author or editor may be retained up to 50% or \$10,000 per year, whichever is less. The author or editor must turn over to the Laboratory through the Accounting Group (BUS-1) the other 50% (or amount in excess of \$10,000 per year) of the royalties or other reimbursements to be used within the Laboratory as determined by the Director's office.

OUTSIDE REGULAR JOB ASSIGNMENT:

Approval

- .14 Writing projects that are **work related but** are not part of an employee's regular job assignment and that will be performed at work must be approved in advance by the employee's group-level manager, who is responsible for determining work priorities and time commitments and for establishing the use of resources and support personnel.

Noninterference

- .15 Written projects should not interfere with the employee's assigned Laboratory work or with the work of those whose support the employee may seek. On a noninterference basis, low-priority support from typists, draftspeople, computer

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operators, bibliographers, and colleagues may be given at the discretion of a group-level manager.

DISCIPLINE:

- .16 Submittal for publication by any employee of material containing the type of information described in AM 721 without meeting the review, approval, and release requirements may subject the employee to disciplinary action, up to and including termination.